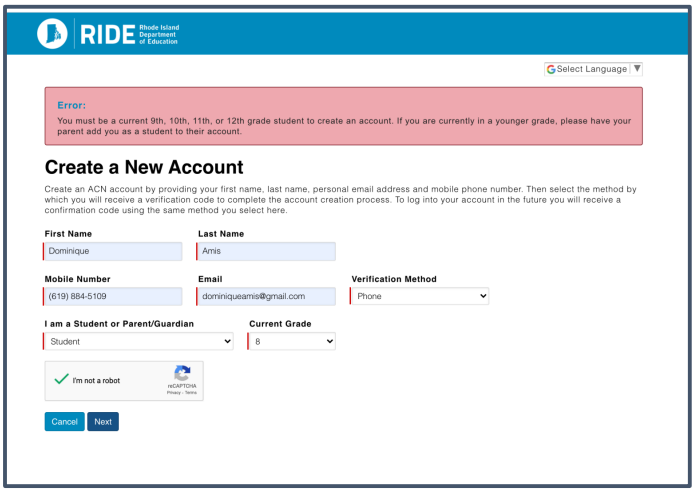
Spring 2021 All Course Network (ACN): How to Create an EnrollRI Account and Register for Courses (Grades K-8)

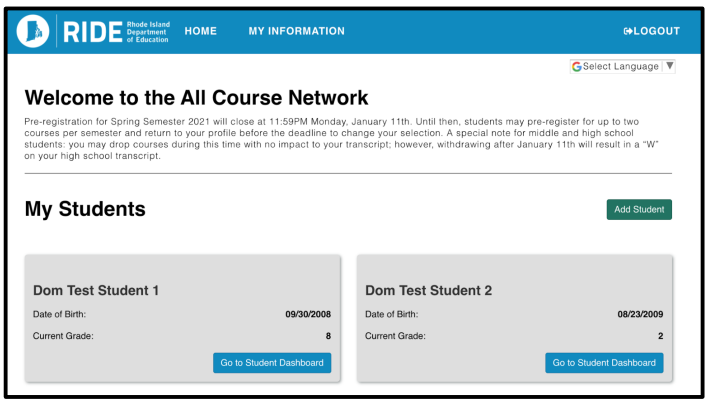
Parents/guardians of students in grades K-8 should create an account and register their child for ACN courses using EnrollRI. Parents who have used EnrollRI for the charter school common application can use the same email/phone to log in here.

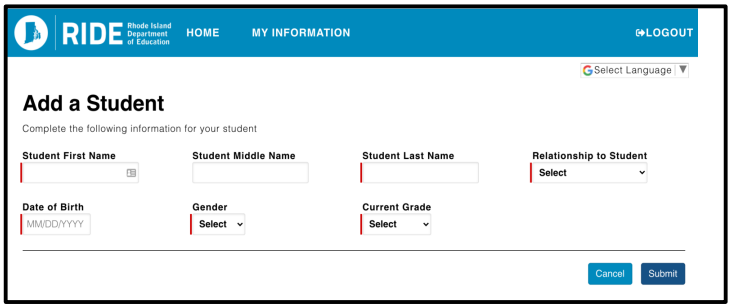
1. Beginning January 5, 2021, visit EnrollRI.org/acn, select “Spring Semester 2021 ACN Courses” and click on “Create an Account.”
    a. Select “Parent/Guardian” from the drop-down menu and fill in your information.
    b. If you do not have access to a phone that can receive text messages, you must select “email” as the verification method.



2. After creating and verifying your account, you will be logged in to the system. To access your account in future visits, return to the home screen and insert the email or phone number associated with the account and click “log in.”
    a. EnrollRI is “passwordless,” so users just insert a one-time code from their phone or email and don’t have to remember a password to access their account.

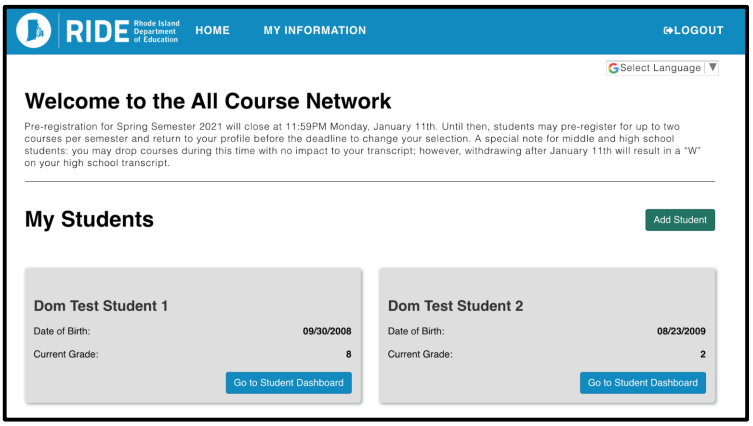
3. From the parent dashboard, parents can add K-8 students to their account as needed by clicking “add student”. Fill in “student information” for each student.
    a. Fields with the red lines are required.
    b. This information can be edited at any time from their student dashboard.

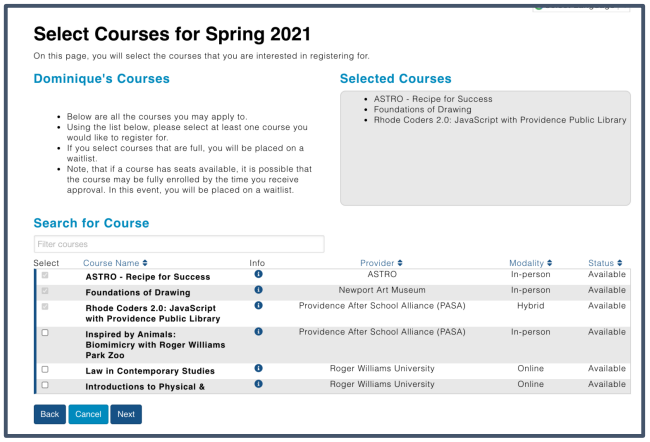




Updated as of January 4, 2021.

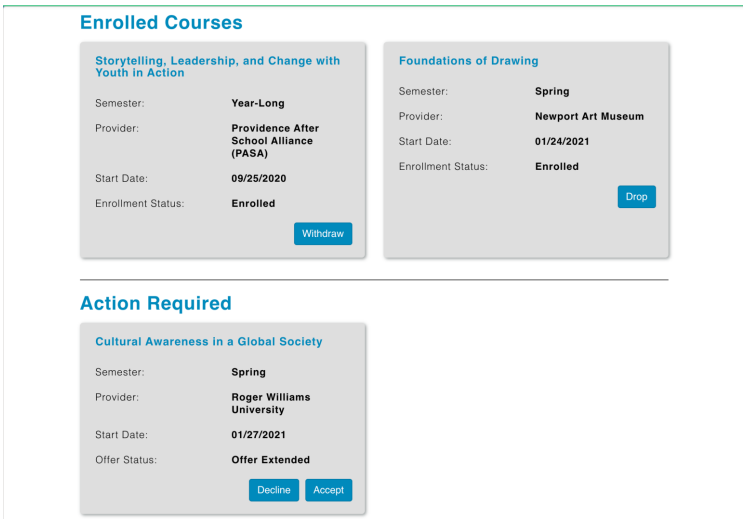
4. To access course information for each student, click on “go to student dashboard.” To browse and register for courses, select “add course.”
    a. Available courses will appear on the selection page based on the student’s information. Click the “info” icon next to the course for details on meeting times, credits, etc.
    b. A student can be pre-registered for as many courses as they want, but can only enroll in 2 courses for Spring 2021.
    c. Courses that do not have seats available will show up as “full,” and can be selected for a student’s waitlist.
    d. To pre-register for a course with prerequisites, parents must confirm that their students meet the requirements.





5. Once a student is pre-registered for a course, it will show up in their student dashboard as “pending approval.” Parents will receive emails when school members approve or deny their pre-registration.

6. If a student is on the waitlist for a course and a spot opens up, they will receive an email notification that they are enrolled. If an enrollment offer would put the student over the maximum number of courses allowed (2 per semester), they then have 2 days to log into the system and accept or decline the offer before the offer expires.
    a. *Note: If students are enrolled in 2 courses and are offered a spot in another course, they must withdraw from one of their previously-enrolled courses.*



Updated as of January 4, 2021.